



REQUEST TO INITIATE PURCHASE (RIP) FOR EQUIPMENT, MATERIALS, OTHER DIRECT COSTS (ODCs), AND/OR SERVICES

If the prime contractor has an approved purchasing system, the contractor shall prepare and submit a RIP to be reviewed and signed by the FEDSIM COR.

Contractor:
Client:

RIP Number:
Date:
Project Name:
**Project/Interagency
Agreement (IA)
Number:**
**Associated Line of
Accounting:**
Task Order Number:

		Last Invoice Submitted:	
TO:	<i>(Insert First and Last Name)</i> , FEDSIM Contracting Officer's Representative (COR)	CLIN X00X VALUE:	\$ -
		CUMULATIVE AMOUNT BILLED:	\$ -
FROM:	<i>(Insert First and Last Name of requestor)</i>	CURRENT CLIN X00X BALANCE:	\$ -
THROUGH:	<i>(Insert client organization and First and Last Name)</i> , Technical Point of Contact (TPOC)	RIP ESTIMATE:	\$ -
		NEW CLIN X00X BALANCE:	\$ -
SUBJECT:	Request to Initiate Purchase # <i>(insert number)</i>		
DATE:	<i>(Insert Month Date, Year)</i>		



PURPOSE/JUSTIFICATION OF REQUEST:

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ESTIMATED PURCHASE COST:

Item: <i>(insert item(s))</i>	
Item Cost	\$ -
Indirect costs authorized by the Task Order <i>(insert as appropriate)</i>	\$ -
Total Not to Exceed (NTE) cost	\$ -



All equipment, materials, and ODCs listed above shall be purchased in accordance with Task Order requirements, applicable Federal Acquisition Regulation (FAR) and/or Defense Federal Acquisition Regulation Supplement (DFARS) clauses (*choose as appropriate*), and approved purchasing procedures. The contractor shall ensure that the prices quoted are fair and reasonable at the time of submission and are in the best interest of the Government. The contractor shall ensure the amount of the request does not exceed the funding obligated to the applicable CLIN on this Task Order. All equipment, materials, and ODCs shall become the property of the Government and shall be regarded as Government Furnished Property (GFP), and unless otherwise instructed by the Contracting Officer in writing, shall be used only in performance of this Task Order. For any commercial software or online offering (e.g. SaaS) offered under commercial terms and conditions, the COR's signature on this RIP confirms (1) that the contractor has provided the terms and conditions for the Government's review and has assisted the Government, if and when requested, in negotiating with the licensor, and (2) the terms and conditions are acceptable to the Government.

As defined in FAR 52.204-25 and prohibited in Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232), the contractor is prohibited from providing to the Government any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

Please contact me at (000) 000-0000 (*insert requestor's phone number*) if you have any concerns or questions.

FEDSIM COR Approval:

Signature

Date